



1140 Connecticut Avenue NW, Suite 900
Washington, DC 20036
T: 202.452.0620
F: 202.872.1031
www.nlada.org

MATERIALS/ SESSION PRESENTER MEMO 2010 Substantive Law Conference

PLEASE SUBMIT MATERIALS & PRESENTER INFORMATION BY WEDNESDAY, MAY 26, 2010.

Overview:

The usefulness of conference materials for participants extends through the conference, back to the office and beyond. This memo is intended to give guidance about which materials to include and how NLADA would like them submitted for reproduction. NLADA will not duplicate any materials received after the **May 26, 2010** deadline, so please plan accordingly.

For the 2010 conference, NLADA will distribute materials in two formats:

- (1) a FLASH DRIVE and
- (2) hard copies to be used on site.

NLADA will make hard copies of all written information the trainers would like participants to be able to review during the seminars. In order to reduce the amount of paper that participants must carry home with them, this information should be **very limited** and we ask each trainer to consider carefully which information participants must have in hard copy to review during the seminars. The FLASH DRIVE will contain an electronic version of the hard copy materials distributed during each seminar, in addition to materials that are good reference materials regarding the subject matter.

Sample Materials Cover Sheet: When submitting materials, please include a cover sheet. The layout should look similar to the attached example. Be sure to indicate whether the information should be “FLASH DRIVE Only” or “Hard Copy and FLASH DRIVE.”

Materials may be submitted to NLADA either electronically or by hard copy. **We prefer to receive materials in an electronic format.** To assist NLADA in reproducing your materials in the most accurate format, please be sure to include a cover sheet with your materials. If you submit your materials in hard copy, the materials should be separated and held together by paperclips or binder clips. Please do NOT staple any hard copy materials.

Submit your materials to Hillary Evans at NLADA, preferably via e-mail at h.evans@nlada.org, by fax: (202) 872-1031, or mail: 1140 Connecticut Avenue NW, Suite 900, Washington DC 20036, by **May 26, 2010.**



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Materials **SAMPLE** Cover Sheet

2010 Substantive Law Conference

New Proof of Citizenship Requirements in Medicaid

Seminar Contact: Randy Boyle
National Health Law Program
2639 S. La Cienega Blvd.
Los Angeles, CA 90034
(310) 204-6010, ext. 108
boyle@healthlaw.org

- I. New Proof of Citizenship Requirements in Medicaid Powerpoint Presentation (**HARD COPY AND FLASH DRIVE**)
- II. New Proof of Citizenship Requirements in Medicaid Resource List (**FLASH DRIVE ONLY**)
- III. State Implementation of DRA Documents (**FLASH DRIVE ONLY**)

Session Presenter Information

1. Name: _____ Title: _____

Program/Office: _____ Email: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Optional: Gender: _____ Race: _____ Ethnicity: _____

(This optional information assists us in our on-going planning process to create a conference that reflects the racial, gender and ethnic diversity of our community as a whole.)

2. Name: _____ Title: _____

Program/Office: _____ Email: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Optional: Gender: _____ Race: _____ Ethnicity: _____

(This optional information assists us in our on-going planning process to create a conference that reflects the racial, gender and ethnic diversity of our community as a whole.)

3. Name: _____ Title: _____

Program/Office: _____ Email: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Optional: Gender: _____ Race: _____ Ethnicity: _____

(This optional information assists us in our on-going planning process to create a conference that reflects the racial, gender and ethnic diversity of our community as a whole.)

4. Name: _____ Title: _____

Program/Office: _____ Email: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Optional: Gender: _____ Race: _____ Ethnicity: _____

Presenter Biographical Information

Presenter Biography (mandatory for CLE; please limit your bio to 75 words or less):

1. _____

2. _____

3. _____

4. _____

Return these forms to Hillary Evans at NLADA
preferably via e-mail at h.evans@nlada.org
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by May 26, 2010



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Audio-Visual Equipment Request Form 2010 Substantive Law Conference

PLEASE SUBMIT THIS FORM BY WEDNESDAY, MAY 26, 2010

SEMINAR TITLE: _____

AUDIO-VISUAL EQUIPMENT: Please note that NLADA has a limited budget for audio-visual equipment but will make every effort to supply the equipment that you need for a successful presentation. Advanced set-ups or expensive equipment requests are subject to budget considerations. **On-site request for equipment WILL NOT BE accommodated.**

_____	LCD Projector and Screen*	_____	Flipchart and Markers
_____	Sound card/Speakers for DVD**	_____	Podium
_____	Head Table (_____ # of people)	_____	Microphone

* **Please note: we cannot provide laptop computers.** If you plan to use an LCD Projector, you will need to **BRING YOUR OWN LAPTOP COMPUTER** with you. A limited number of LCD Projectors will be available during each time slot, and will be provided on a “first come, first served” basis. If using a MAC computer please bring the VGA connection cord. NLADA cannot provide the connect cable for MAC computers.

** All DVD’s will be projected through the LCD. If presenting a video, please insure that your laptop has the DVD function.

ROOM SET UP:

All rooms will be set up classroom style, unless otherwise requested:

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by May 26, 2010



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Waiver/Travel Assistance Request Form 2010 Substantive Law Conference

PLEASE SUBMIT THIS FORM BY WEDNESDAY, MAY 19, 2010

You will be notified within two weeks of submitting this form if your request has been approved. Please note that NLADA has a restricted budget for travel assistance, and assistance may be limited per subject area offered at the conference.

TRAVEL ASSISTANCE REQUEST GUIDELINES:

- Those trainers who present at **one seminar** are eligible for a one day registration waiver but are **NOT** eligible for travel assistance.
- Those trainers who present at **two seminars** are eligible for a full conference registration waiver, and are eligible for **up to \$150** in travel reimbursement.
- Those trainers who present at **three or more seminars** are eligible for a full conference registration waiver and are eligible for **up to \$500** in travel reimbursement.

If you are approved for a one day registration waiver or a full conference registration waiver, you must fill out a registration form and submit it to NLADA by June 11, 2010.

1. **If you are approved for a one day registration waiver, please write at the top of the registration form “one day faculty”.**
2. **If you are approved for a full conference registration waiver, please write at the top of the registration form “full faculty”.**

TRAINER INFORMATION:

Name: _____ Title: _____

Program/Office: _____ Email: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

(continued)

I AM A TRAINER FOR THE FOLLOWING SEMINAR(S):

1. _____
2. _____
3. _____
4. _____

Original receipts must be provided after the conference for reimbursement. All requests for travel reimbursement with attached original receipts must be submitted to Hillary Evans at NLADA no later than 30 days after the last day of the Substantive Law Conference (**August 23, 2010**). Any request received without original receipts or after 30 days from the last day of the conference will not be honored.

Return this form to Hillary Evans at NLADA
preferably via e-mail at h.evans@nlada.org
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by May 19, 2010